

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **FLEET COORDINATOR**

Jurisdictional Class: **Competitive**

Date Adopted: **3/91**

Date Revised: **11/03**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **14**

DISTINGUISHING FEATURES OF THE CLASS: Plans and coordinates the flow of work in the Department of Public Works and Department of Transportation motor vehicle and equipment maintenance facilities. Incumbent oversees the operation of all shop activities and serves as a primary point of contact for the county-wide fleet maintenance plan. General supervision is received from a Deputy Commissioner of Public Works. Incumbent will provide direct supervision to assigned employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and implements a plan for the maintenance, service and care of all county owned motor vehicles, which includes the Department of Transportation bus fleet;

Develops and implements systems for record keeping to calculate the cost of providing services;

Assigns, schedules and monitors the work of all shop personnel at Department of Public Works highway garage and Department of Transportation bus garage;

Assures that employees work safely and within County or Departmental guidelines;

Supervises the work of assigned employees and assures that employees work safely and within County or Departmental guidelines;

Implements programs to improve employee workplace health and safety;

Performs administrative tasks relating to shop operations;

In an emergency, performs other duties as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of motor vehicle and equipment repair shop practices.

Knowledge of proper employee relations practices. Working knowledge of the variety of functions, responsibilities and activities performed by a public works department. Ability to get along well with subordinates and others and to secure their cooperation; good judgment; resourcefulness; dependability; tact and courtesy; good physical condition. Ability to plan, organize and supervise the work of others. Practical knowledge of laws, rules and/or regulations applicable to the work being performed._

MINIMUM QUALIFICATIONS:

Graduation from high school and five (5) years of responsible experience in an automotive shop with a job record indicating a knowledge and understanding of the use of equipment, machinery, tools and manpower in the carrying out of tasks.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENTS: Incumbents will be required to possess a valid, appropriate level, New York State motor vehicle operator's license, or otherwise demonstrate the ability to meet the needs of the job.